Exhibitor Shipping Instructions for the 2018 National Medicare, Duals and Medicaid Conferences

Package Labeling Standards
All packages should be shipped to the hotel using the address label standards this will help to prevent package routing delays.

Hold for Guest:  GUEST NAME & GUEST CELL NUMBER  
EXHIBITOR NAME, BOOTH NUMBER  
c/o FedExOffice at JW Marriott Washington DC  
1331 Pennsylvania Avenue NW  
Washington, DC 20004  
(AHIP Annual Conference Exhibit Hall – October 14, 2018)  
Box ____ of ____

Package Handling & Storage Fees
Please schedule your shipments so that they arrive no more than 5 days before the start of the event. Any package that will need to be stored for longer than 5 days will result in a storage fee.

<table>
<thead>
<tr>
<th>PACKAGE WEIGHT</th>
<th>PACKAGE PICKUP OR DROP OFF BY GUEST</th>
<th>PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat Envelopes</td>
<td>No Charge</td>
<td>$5.00</td>
</tr>
<tr>
<td>0.0 – 1.0 lbs.</td>
<td>$2.00**</td>
<td>$5.00</td>
</tr>
<tr>
<td>1.1 – 10.0 lbs.</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>10.1 – 20.0 lbs.</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>20.1 – 30.0 lbs.</td>
<td>$20.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>30.1 – 40.0 lbs.</td>
<td>$25.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>40.1 – 50.0 lbs.</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>50.1 – 60.0 lbs.</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Over 60.0 lbs.</td>
<td>$25.00</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of $0.75 / lb. ($150.00 Minimum), which is applied to each pallet/crate handled. A labor fee of $70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer’s request. The labor fee can be charged in 15 minute increments.  
** No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

Shipping & Receiving Instructions
Exhibitors are encouraged to contact the FedEx Office directly with any specific questions. If you have any special needs please work directly with the Director of Event Planning, Jenny Prechowski (jenny.prechowski@marriott.com).
Package Delivery and Pick Up

AHIP has arranged for FedEx team member who will be available during the set up on **Sunday, October 14, 2018** in the Exhibit Hall area for package delivery. To expiate the delivery process if you would like to pre-pay for the handling fees please complete the credit card authorization form below and return to the FedEx office via fax at (202) 347-1292.  **For all exhibitors who provide a credit card for receiving and handling charges prior to arrival, packages will placed on exhibit table by 10am on Sunday, October 14th.**

All package handling and storage fees must be paid before packages are released to the exhibitor. A 15% discounted will be applied for shipping, receiving and handling feeds based off of the current prevailing rates quoted by FedEx upon arrival to the hotel. Current package handling fees are listed above and are subject to change.

If you would like to retrieve your package outside of the outside of the exhibitor set up hours, packages will be available for pick up inside the FedEx office business center (receiving fee will apply) during their operating hours listed below.

AHIP has arranged for FedEx team member to be available during the exhibit hall teardown on **Wednesday, October 17, 2018** to assist with outbound shipments. All outbound packages must have a completed carrier airbill affixed to each package. Packing supplies (boxes, tape, etc.) are available for purchase within the FedEx business center.

Contact Information

FedEx Office Business Center  
JW Marriott Washington, DC  
1331 Pennsylvania Avenue NW  
Washington, DC 2004  
Phone: (202) 347-1351  
Fax: (202) 347-1292  
Email: usa5514@fedex.com

Operating Hours  
Monday-Friday: 7am-7pm  
Saturday: 8am-1pm  
Sunday: Closed (Package Delivery Available in Exhibit Hall for AHIP Exhibitors)
Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to (202) 347-1292 or email to Usa5514@fedex.com

**Cardholder Information – Required**

Name as it appears on the credit/debit card: ________

<table>
<thead>
<tr>
<th>Card type:</th>
<th>Visa</th>
<th>MC</th>
<th>Amex</th>
<th>Diners/CB</th>
<th>Discover</th>
<th>JCB</th>
</tr>
</thead>
</table>

Account type: □ Personal □ Corporate □ Company

PACKAGE TRACKING #

(please note this is a required field):

Phone #: ________

#of boxes

Exp. Date

Billing Zip: ________

Credit Card number or FedEd Acc# and CVV#:

Address: ________

City, State and Zip: ________

Phone number: ________ alternate number: ________

**Guest Information - Required**

Guest name: (SHIPPER and name of the Event)

Address: ________

City, State and Zip: ________

Company: ________

Phone number (Mobile Only): ________

Package Arrival date: ________

I understand that should there be any issues with the credit/debit card being used to settle my charges, I will be responsible for all expenses incurred during my stay. Departure date cannot be extended unless a new authorization form is completed.

Guest name: (Printed) ________

Guest signature: ________ Date: ________

**Shipping Information and Approved Charges - Required**

I certify that all information is complete and accurate. I hereby authorize FEDEX to collect payment for all charges as indicated in the Shipping Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder name: (Printed) ________

Cardholder signature: ________ Date: ________